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Introduction

The State Board of Education monitors the Rapback enrollment of all licensed educators. Beginning in July 2024, the State Board will monitor school bus and van drivers and other individuals working in schools in positions that do not require an education credential. More information will be available on how to enroll these individuals. However, prior to those details being released, drivers and non-licensed individuals can get a jump-start on the process by obtaining an Educator State ID. Please follow the steps below.

Create an OHID Account

Access to the Connected Ohio Records for Educators (CORE) system is available through the OHID portal. The OHID portal is an identity solution from the InnovateOhio Platform. The goal of OHID is to create one simple and secure location for all Ohio citizens to access information and conduct business with the State of Ohio. Through OHID, school district personnel and applicants can access all statewide applications in a more secure, streamlined way.

New users must create an OHID account and a user profile to access the CORE system and request an Educator State ID. Begin by navigating to https://ohid.ohio.gov/. Please review information on the Help Logging In webpage if you need assistance with setting up your OHID account.

Step 1. Click Create OHID Account

(Figure 1 OHID Login Page)
Step 2. Enter your email address and click Send PIN to have a one-time only PIN sent to the email you provided for verification.

(Figure 2 Create OHID Account Email Verification)
Step 3. Enter the PIN you received in the next window and click Verify. If you did not receive an email, check your junk and spam folders. The system-generated email usually arrives within a few seconds but may take up to several minutes. If necessary, click Send me a new PIN to invalidate the previous PIN and send a new one to your email.

Once your email is verified, click Next.
Step 4. Enter your personal information and click Next.

(Figure 4 Create OHID Account Personal Information)
Step 5. Create a username for your OHID account and click Next.

(Figure 5 Create OHID Account Pick Username)
Step 6. Create a password for your OHID account and click Next.

(Figure 6 Create OHID Account Password)
Step 7. Enter your mobile phone number to set up your mobile/text account recovery method for your OHID account and click Next.

(Figure 7 OHID Account Recovery)

You will receive a text message with a PIN. Enter the PIN in the next OHID Account Recovery screen and click Verify. Once it is verified, click Next.
Step 8. Agree to the terms and conditions of your OHID account and answer the prompt to confirm you are not a robot. Click Verify. Then click Create Account.

(Figure 8 OHID Terms and Conditions)

After you click Create Account, you will see a prompt to check the email address you provided when setting up your OHID account. Click log in to OHID to access your OHID account login screen. The username and password you created should already be filled in for you. If not, enter the information and click Log in.

Your next step is to create a new user profile. Please proceed to the New User Profile Setup section of this manual for instructions.
New User Profile Setup

You will create your user profile after setting up your OHID account. Go to https://ohid.ohio.gov/ to log in to your OHID account. Then follow the directions below.

**Step 1. Click Visit the App Store.**

(Figure 9 OHID My Apps)
Step 2. Search for the **Educator Licensure and Records (CORE)** app and click the **Open App** button to open the **User Profile** screen.

(Figure 10 OHID Apps Store)

Step 3. Click the **Next** button.

(Figure 11 New User Profile Screen)
Step 4. Enter your information on the Add Basic Information page and click Next.

(Figure 12 New User Profile Add Basic Information)

Step 5. Provide your Ohio driver’s license information in the Identity Verification section and click Verify. If you do not have an Ohio driver's license, review other acceptable forms of identification on the Identity Verification webpage. Once the identification you provided has been verified, check the I agree checkbox and click Next.

Step 6. Provide your contact information in the next section and click Next.

Step 7. Review your information and click Submit.

Once your user profile is approved you may request an Educator State ID. Please proceed to the Request an Educator State ID section of this manual.
Request an Educator State ID

The next step is to request an Educator State ID number for use in the CORE system. The Educator State ID is necessary to complete Rapback enrollment and monitoring for drivers, non-licensed school personnel, and licensed educators. Educator State IDs also help State Board of Education staff identify and eliminate the occurrence of duplicate records in the database.

Please complete the following steps to request an Educator State ID:

**Step 1.** First, you must have an OHID account and create a user profile. If you have not completed these steps, please follow the instructions beginning in the Create an OHID Account section of this manual.

**Step 2.** After you have created an OHID account and user profile, navigate to [https://ohid.ohio.gov/](https://ohid.ohio.gov/) and log in to your OHID account.

**Step 3.** Open the Educator Licensure and Records (CORE) app under My Apps.

![Figure 13 OHID My Apps](image)

**Step 4.** Click My Profile in the red ribbon at the top of your CORE Dashboard.

![Figure 14 CORE Dashboard](image)
Step 5. Click Obtain Educator State ID and answer the questions in the pop-up box. If you answer Yes to any of these questions, you already have an Educator State ID. You may be prompted to select an account that matches your demographic information. Once you have answered all the questions correctly, your Educator State ID will be assigned automatically and appear on your CORE Dashboard under My Educator State ID.

Please note: If you are a credentialed educator in the State of Ohio, you already have an Educator State ID. You will see it on your CORE Dashboard under My Educator State ID and in My Profile under Educator State ID. IF you are a credentialed educator in the State of Ohio and the Obtain Educator State ID button appears, you may have a duplicate record. This requires maintenance in the data system. DO NOT click Obtain Educator State ID if you are a credentialed educator. Please contact Educator Licensure Customer Support at Educator.Licensure@sboe.ohio.gov to correct the duplicate records.

(Figure 15 Obtain State ID Pop-Up Box)